

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume : I                      Effective Date :  
Chapter : 1                    Revision Date : 06/22/2006  
Section : 1                    Subject : **ROTATION PROGRAM FOR EMPLOYEES IN THE ENGINEERING DESIGN SECTIONS**  
  
Directive : 23

**1. PURPOSE:**

The purpose of this directive is to establish uniform policies and procedures for employees in the design sections to rotate through construction to allow DOTD designers to strengthen their design skills through a greater understanding of field issues.

**2. SCOPE:**

This directive establishes the policy and procedures to be followed by the appointing authority (Section Head) or his designated representative in the training of employees and in the administration of the Department's rotational program for design personnel.

**3. POLICY:**

It is the policy of DOTD to provide training to its employees to ensure that they have adequate training to properly perform their tasks. Additionally, it is the policy of the DOTD that on-the-job training is provided. The department, therefore, will strive to improve and strengthen the basic design skills of employees as well as enhance worker preparedness to meet the future challenge of a more technical work environment. To that end, the department will provide training at no cost to the individual employee and supervisors are required to allow employees to rotate through the program

**4. PROCEDURES:****A. DETERMINATION OF TRAINING NEEDS**

It is the policy of DOTD that Section Heads or designated representatives will determine the training needs of their respective Sections. It is the responsibility of the Section Head to monitor the training of employees in the Section to insure that identified needs are met.

**B. STRUCTURED TRAINING COORDINATOR**

For the headquarters design sections, the Section Head or his designee will function as Structured Training Coordinator. The Structured Training Coordinator will work with the Construction Section to develop and maintain the recommended construction site visit list for each section. Any decision on substitution of a previously completed site visit for one in the Structured Training Program will be approved by the Structured Training Coordinator for the section.

**C. REQUIREMENTS**

1. A minimum of six (6) people, comprised of three (3) people from the Road Design section and three (3) from the Bridge Design section, will be required to participate in the first year pilot of the rotational program.

2. The rotational engineers will be required to make a minimum of eight (8) visits to sites selected from the suggested construction visits list. The attendance of a Pre-Construction Conference will be a mandatory visit. The choices for the remaining seven visits will require the approval of the EI's supervisor.
3. The Road and Bridge Design Section Heads will make the selection of the engineers for the rotational program; however, others may participate in any site visits or be mandated to go through the program at the discretion of their supervisor.

**5. IMPLEMENTATION:**

The time allotted for the pilot program will be one (1) year. A minimum of six EI 2's will participate the first year. In the event that Road Design or Bridge Design has fewer than 3 EI 2s available for the implementation of the program, the section's quota will be filled from available Engineer 3s, followed by Engineer 4s as needed. The following year, the remaining EI 2's in each section will be required to participate. During subsequent years, any new EI 2 will be required to go through the program. The yearly rotation program will begin in July to coincide with the Performance Planning sessions. The rotational program will be mandated for all new EI 2's, but will not be required for promotion. Instead, training through the rotational program will be incorporated into the Performance Planning and Review for the employee.

**6. OTHER ISSUANCES AFFECTED:**

All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

**7. EFFECTIVE DATE:**

This directive will become effective immediately upon receipt.

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